

Worksession

Agenda Item #	10
Meeting Date	April 30, 2007
Prepared By	Lonni Moffet Communications Director
Approved By	Barbara B. Matthews City Manager

Discussion Item	Discussion of Proposed Council Chambers/Auditorium Renovation Study
Background	<p>On March 5, 2007, the Takoma Park Arts and Humanities Commission requested that the Council conduct a comprehensive evaluation of the feasibility of renovating the auditorium for use as both a venue for the performing arts and a meeting space for official Council proceedings. The Resolution submitted by the Commission requested that the feasibility study consider all aspects of the proposed use of the space, provide for the telecasting of Council meetings, performances and other events, and ensure the accessibility of the facilities. Following that discussion, the City Council directed staff to proceed with issuing a Request for Proposals for such a study.</p> <p>On March 30, 2007, the City of Takoma Park issued a “Request for Proposals for Architectural Services in Connection with the Proposed Renovation of the Council Chambers/Auditorium.” Three responsive proposals were received – one from MFTA Architects, one from Wnuk Spurlock Architecture and one from ANCL Architects. A review committee was convened: Lonni Moffet, Communications Director; Sara Daines, Director of Housing and Community Development; Charlie Pilzer from the Arts and Humanities Commission; and Suzanne Ludlow, Community and Government Liaison. The proposals were reviewed and the firms were interviewed.</p> <p>The respective fees for the Feasibility Study (anticipated as Phase 1 of a renovation project and not including fees for additional meetings or services), are: MTFA - \$28,130; Wnuk Spurlock - \$39,500, and ANCL - approximately \$52,000.</p> <p>After meeting with all three firms and making reference checks, the review committee unanimously chose MTFA as the firm the committee recommends the City Council retain for the feasibility study. The panel felt the approach proposed by MTFA was the most compatible and responsive of the three.</p> <p>The Council is tentatively scheduled to award a contract for the feasibility study at its May 7th meeting (first of a two-reading ordinance). The study is scheduled to take approximately seven weeks.</p>
Policy	The Council must approve by ordinance any expenditure of \$10,000 or more.

Fiscal Impact	The fee for the feasibility study is proposed at \$28,130. This item is not in the budget. The Council could choose to allocate funds from the FY07 Unappropriated Reserve for this project.
Attachments	Copy of the Request for Proposals.
Recommendation	Authorize the City Manager to contract with MTFA.
Special Consideration	

CITY OF TAKOMA PARK, MARYLAND

REQUEST FOR PROPOSALS

**REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES
IN CONNECTION WITH PROPOSED RENOVATION OF COUNCIL
CHAMBERS/AUDITORIUM FOR
THE CITY OF TAKOMA PARK, MARYLAND
March 30, 2007**

PROPOSALS MUST BE RECEIVED BY:

Monday, April 23, 2007 at Noon

PLEASE LABEL YOUR SUBMITTED PACKAGE:
“Sealed Proposal for Renovation of Council Chambers/Auditorium”

MAIL OR DELIVER THE PACKAGE TO:

City of Takoma Park
Attention: Lonni Moffet
Communications Director
7500 Maple Avenue
Takoma Park, Maryland 20912

Request for Proposal documents are available by calling 301-891-7118, by e-mailing LonniM@takomagov.org, in PDF form on the City website at www.takomaparkmd.gov/auditorium or by writing to the above address.

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

**REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES
IN CONNECTION WITH PROPOSED RENOVATION OF COUNCIL
CHAMBERS/AUDITORIUM FOR
THE CITY OF TAKOMA PARK, MARYLAND
March 30, 2007**

PROSPECTIVE CONSULTANT

The City of Takoma Park is issuing this Request for Proposals (RFP) for professional architectural services in connection with the renovation of the existing City Council Chambers/Auditorium at the Takoma Park Community Center. Proposals and all correspondence relating to this RFP shall be submitted to:

Lonni Moffet
Communications Director
City of Takoma Park
7500 Maple Avenue
Takoma Park, Maryland 20912

Consultants requiring additional information or clarification relative to the RFP may direct their inquiries to Ms. Moffet at 301-891-7236 or via e-mail at LonniM@takomagov.org.

The scope of services, schedule, content of proposal, evaluation criteria, and technical information in regards to the RFP are as follows:

GOALS

The City is interested in adapting the current City Council Chambers/Auditorium at the Takoma Park Community Center at 7500 Maple Avenue, Takoma Park, Maryland to better accommodate multiple uses, including government meetings and performing arts. The initial phase of this study is to conduct a feasibility study and identify alternatives and cost estimates for a proposed renovation of the space. The Chambers/Auditorium would continue to be used for weekly City Council meetings and other government events, and this project would incorporate physical enhancements to better enable its use for performing arts such as dance recitals, live musical performance, poetry readings, lectures, movie nights, etc. Additionally, the City has a cable access channel, and meetings and events held in the Chambers/Auditorium are cablecast live using robotic cameras. Any plans to renovate this space must accommodate this function without adding operational burdens.

The City is seeking a firm that has the expertise and qualifications necessary to develop creative solutions to accommodate multiple uses of the City Council Chambers/Auditorium and to develop detailed plans suitable for construction bid

documents as well as the ability to supervise construction and implementation.

Scope of Work Phases:

Phase 1: Development of two or three alternatives for the space with cost estimates for each alternative.

Phase 2: Detailed design with drawings and product specifications; preparation of the bid documents for construction; assistance with the selection of contractor.

Phase 3: Project Management and oversight of the renovation project.

The completion of Phases 2 and 3 is contingent upon the outcome of Phase 1. The Scope of Work to be initially contracted out of this RFP is for Phase 1; however the City is interested in retaining a consultant capable of adeptly handling all three phases, so bidders are asked for scope of work and fees for Phases 2 and 3 as well.

BACKGROUND

Following several years of community discussion, construction of the Takoma Park Community Center got underway in the summer of 2003. The former City Hall has been added to and renovated into a Community Center. One of the uses initially identified by the community as desirable was the ability to utilize the Council Chambers/Auditorium for performing arts. The City is interested in ultimately having a functional, accessible, and technologically current space, but fiscal prudence leans towards moderation in design.

The Takoma Park Arts and Humanities Commission (“Commission”) is an advisory body to the Takoma Park City Council. On March 5, 2007, the Commission requested that the Council conduct a comprehensive evaluation of the feasibility of renovating the auditorium for use as both a venue for the performing arts and a meeting space for official Council proceedings. The Resolution submitted by the Commission requested that the feasibility study consider all aspects of the proposed use of the space, provide for the telecasting of Council meetings, performances and other events, and ensure the accessibility of the facilities. The Commission presentation and discussion with the City Council can be viewed as a webstream on the City website at www.takomaparkmd.gov/cable. Click on “View City TV Online; then “View Video” for the March 5, 2007 Council Meeting, then click on Item 5, Discussion of Auditorium Renovation.

Description of Existing Space and Equipment

The Council Chambers is a semi-circular room of approximately 3600 square feet. Currently there are 150 fixed seats on a raked floor. The Council sits at a fixed dais on a stage approximately two feet off the floor. Steps lead to the stage from the front. At the

rear of the stage there is an exit with steps to a hallway, a bathroom and a conference room.

Four robotic video cameras are installed in the ceiling and are operated with equipment in the Cable Control Room located on the 3rd floor of the building.

A Mackie sound board is located in a locked cabinet at the rear of the room. Cabling to the front of the room is below the concrete flooring and goes to input jacks on the front of the stage and to amplifiers, sound delimiters and other sound equipment in a closet located at the far end of the stage, adjacent to the emergency exit door. One of the output feeds goes to the video control room equipment upstairs.

The City Council meets in the Chambers once per week throughout most of the year. The seven members of the Council, the City Manager and the City Clerk sit in large “executive” chairs behind the dais. Nine microphone jacks are built into the dais, and gooseneck microphones are plugged in prior to each meeting.

Presenters to the Council, including City Staff and others, sit at a portable table on the floor level. A table, chairs and flat boundary microphones are set up immediately prior to the meeting by City TV staff and the contractual sound engineer. The microphone cables are plugged into a snake which plugs in to the front of the stage.

Citizens are invited to speak at the portable podium which has a wireless handheld microphone fed to the sound system. The Mayor utilizes a Speaker’s timer which has cables draping over the dais, across the stage and to the podium.

Presentations utilizing computers and the data projector are fed from equipment brought in on a cart. An electric screen is installed over the stage which is visible from the audience perspective only, requiring Councilmembers to relocate into audience seating. The A/V cart must be placed adjoining the podium which is awkward, and there are cables and wires strung out on the floor.

Currently when a presentation is given, there is no direct feed to the video switcher; images are captured by the robotic camera installed in the ceiling.

Presentations involving large maps or charts are placed on easels in the front of the Chambers/Auditorium. There is no electronic document viewer.

City TV staff set-up microphones and any needed presentation equipment prior to the meeting. Generally this is done in about 30 minutes.

Description of Current Uses

1. City Council Meetings (televised)

2. Other Government Meetings (televised)

These include special public hearings, candidate forums, debates, training etc. Set-up is a variation on Council Meetings depending upon the needs of the users. Occasionally when a panel of presenters are seated at the floor level tables facing the audience, boundary microphones are used, along with a wireless microphone at the podium for audience input. Alternatively, presenters may use a microphone at the podium facing the audience, and an additional microphone will be placed on a mic stand for audience participation.

3. Recreation Department Uses (not televised)

Movie nights, or presentations to large groups using the screen and projector which are set-up as described above. Sound reinforcement is occasionally required.

4. Other Meetings or Events Requiring Sound Amplification

Occasional events just require sound reinforcement for presenters and/or audience members and are not televised.

5. Performing Arts (televised or not)

In the past, the small stage area in front of the dais has been used for music and dance performances. Existing sound equipment has been used, and sometimes performers or sound engineers bring equipment.

6. Film Festival

There is an annual film festival held in this room using a larger rented screen and high resolution projector hooked up to DVD and/or video sources and speakers.

Proposed Additional Uses

An ad-hoc committee (“Auditorium Committee”) comprised of representatives from the Arts & Humanities Commission, Recreation Department, Recreation Committee and other community members have identified the types of events and activities which could be programmed in this facility. These include, but are not necessarily limited to activities which complement many of the existing programs offered by the Recreation Department in the Community Center. Examples include:

- musical performances (acoustic and/or amplified; solo artists to large bands)
- poetry readings
- dance recitals
- theatrical performance
- acting classes
- theater summer camp
- large group activities with speakers
- family movie night
- film festival
- Council meetings
- other government/civic meetings and presentations

The City is looking for a detailed plan to renovate the space to upgrade all aspects of the Council Chambers/Auditorium to incorporate the types of uses described above.

The selected Consultant will need to identify necessary and appropriate structural and physical renovations to the room (dais, stage extension, chairs, flooring, acoustics, lighting, HVAC, sound system, wiring, electricity, ADA accommodations, ceiling, etc); equipment to be purchased and installed (audio-visual equipment, speakers, projectors, podiums, screens, television monitors, curtains, etc); and address the impact of operating such a facility including consideration of the ease of use by multiple users while facility and equipment remains secure.

Scope of Services

Phase 1: Development of several alternatives for the space with cost estimates for each alternative.

The Consultant should plan to attend at least two meetings with the Auditorium Committee (and staff) involved in this project, and the consultants should expect to attend one meeting of the Takoma Park City Council to brief the Council on the findings of the feasibility study. A rate for costs of attending any additional meetings should be provided in the proposal. It is expected that the consultant will correspond regularly with staff via phone or email as needed.

Initial Planning

Confirm types of uses for space
Confirm facility needs of various users
Confirm accessibility needs
Confirm operational goals
Identify other issues such as security, appearance, fire and building codes and ease of maintenance.

Communications

One initial meeting with Auditorium Committee to hear ideas and concerns
Ongoing meetings and communication with City staff
One meeting to present and discuss proposed alternatives to Auditorium Committee
Presentation to City Council

Product

Ten copies of written report with appropriate drawings covering each alternative. Paper copy of document should not exceed 11 x 17 size, but consultant should provide one complete set of large format documents for display and presentation.
Electronic version of report and drawings in PDF format suitable for website posting.
Native format electronic versions of all files upon request.
List of types of equipment to be purchased.
Cost estimates for each alternative.
Pros and cons of alternatives and discussion regarding the extent to which each addresses needs from initial planning stage.

Phase 2: Detailed design with drawings and product specifications; preparation of the bid documents for construction; assistance with the selection of contractor.

Phase 3: Project Management and oversight of the renovation project.

Submission Process

Subject to review and approval by the City Council, the selected consultant will be initially retained for the Phase 1 Scope of Services identified in this RFP. As noted previously, results of Phase 1 will determine the need to proceed to Phases 2 and 3. The City would prefer to work with one consultant throughout all three phases. The City retains the right to contract for further phases of the project with the selected consultant without requiring an additional RFP if parties are mutually agreeable to terms.

SUBMISSION REQUIREMENTS AND PROVISIONS

Five (5) copies of the proposal are required. Submission should include an original, signed Transmittal Letter.

Proposals are to be sealed and submitted to Lonni Moffet, Communications Director, City of Takoma Park, Maryland, 7500 Maple Avenue, Takoma Park, Maryland 20912 on or before the date and time listed on the cover sheet. At such time, all proposals will be formally opened and accepted for consideration.

Proposals received after the date and time indicated on the cover sheet shall not be considered. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline.

The contents of the proposal submitted by the successful respondent to this RFP will become a part of any contract awarded as a result of this solicitation. All proposals submitted shall be binding upon the respondent if accepted by the City within 75 calendar days of the proposal submission date.

The City reserves the right to negotiate any and all elements of this proposal.

CONTENT OF PROPOSAL

Please include the information below in the proposal, using the numbers indicated.

- 1) Name, address, telephone number and web site of the firm.
- 2) Type of organization (i.e. individual, partnership, corporation, joint venture, etc.)
- 3) Principals of the firm.
- 4) Person in charge of the proposed project and percentage of time that individual will spend on this project.
- 5) Name, function and qualifications of personnel in organization contemplated for this project and hours or percentage of project time allocated to each individual.
- 6) Outside associates and consultants proposed for this project (indicate name, type, location, qualifications).
- 7) A proposed time schedule. The time schedule should be detailed, showing the various work activities, time duration of each activity, and personnel involved at each stage.
- 8) Identify your experience with similar projects and please provide:
 - a. Client and project description
 - b. Year
 - c. Member of client's staff who worked with the architect
- 9) Signed and notarized "Contractor's Certification of Non-Involvement in the Nuclear

Weapons Industry.” A copy of this form is attached to this request for proposal. According to the City Code, “The City of Takoma Park shall grant no awards or contracts for any purpose to any person, firm, corporation or entity which is knowingly or intentionally engaged in the development, research, testing, evaluation, production, maintenance, storage, transportation and/or disposal of nuclear weapons or their components. It will be the responsibility of any recipient of a City contract or award to certify by a notarized statement to City Clerk that it is not knowingly or intentionally engaged in the above-defined activity. Notice of this certification shall be included in all ‘Requests for Proposals’ issued by the City.”

10) For each Phase, please provide fee for services, including:

- a. a total cost for all requested work and preparation of report(s) and all associated drawings, documents, and other materials;
- b. the hourly cost of each staff person who will be working on this project;
- c. the cost of attending any meeting that is in addition to those defined in Scope of Services.

Note: Although proposed fees will be taken into account, The City reserves the right to negotiate a lower or different fee structure with any consultant selected

EVALUATION CRITERIA

The criteria that will be considered in the evaluation of the proposals shall include, but not necessarily be limited to:

- 1) Overall responsiveness, quality and thoroughness of the proposal.
- 2) Qualifications and past experience of the firm.
- 3) Qualifications and experience of personnel and assigned to the project.
- 4) Past record of performance on similar projects, including cost control, quality, and ability to meet schedules.
- 5) Reference checks with existing and previous clients.
- 6) Fees.

Consultants are advised that an award may be made without discussion and negotiation; therefore, the initial proposal shall provide the City with sufficient information to recommend award without discussion and should reflect the consultant’s ability to perform at a reasonable price.

The City may reject any or all proposals for such reason as it may deem proper. In acceptance of proposals, the City will be guided by considerations in the interest of the City. The City also reserves the right to negotiate further with one or more of the consultants as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interests of the City.

SCHEDULE

The time frame requested for completion of the feasibility study will be seven (7) weeks. (see Tentative Schedule, below) upon issuance of a Notice to Proceed. Respondents to this Request for Proposal shall clearly indicate in their proposal any exception to the requested time frame that would extend the time of completion for said services. In the event the respondent deems that the scope of services set forth in this proposal can be provided in a shorter period of time than noted above, the respondent shall clearly indicate the same.

TENTATIVE SCHEDULE

Request for Proposals Issued	March 30, 2007
Pre-Bidders Conference/Tour (RSVP Requested)	April 10, 2007, at 10:00 a.m.
Proposal Submission Deadline	April 23, 2007 at NOON
Proposal Evaluation Period / Reference Checks	April 23-27, 2007
Firm Interview Dates (tentative)	April 25, 2007
City Council Discussion	Monday, April 30, 2007
City Council Meeting: 1 st Reading of Ordinance	Monday, May 7, 2007
City Council Action Awarding Contract	Monday, May 14, 2007
Phase 1 Notice to Proceed	Friday, May 18, 2007
Phase 1 Deliverables Due	Monday, July 9, 2007
Presentation to Council	Monday, July 16, 2007

The City reserves the right to alter the time frame regarding the selection and award process.

OWNERSHIP OF DOCUMENTS

The Consultant shall vest title to all documents produced under or as a direct result of this contract to the City of Takoma Park.

All documents, reports, drawings, specifications, sketches, notes, calculations, correspondence, electronic files and computer disks, and any other materials prepared by the Consultant or the City of Takoma Park personnel under this contract shall be and remain the exclusive property of the City of Takoma Park.

The Consultant shall immediately provide to City staff the original of all documents, reports, contract drawings, drawings, specifications, sketches, notes, calculations, correspondence, electronic files and computer disks and any other material prepared under this contract when requested.

The City of Takoma Park reserves the right to utilize, revise, or modify these documents or to have these documents used, revised or modified by others, in any way it deems necessary, including revising and reissuing these documents, without the prior approval of the Consultant and without additional compensation to the Consultant.

The City of Takoma Park ownership and use of these documents shall in no way limit the Consultant's professional liability for the work performed, except to the extent that modifications made by City of Takoma Park or others, are the cause of or directly contribute to the cause of action.

INCURRING COSTS

The respondent shall be responsible for all costs incurred in the preparation and submission of the Request for Proposal.

RETURN OF RESPONSES

The City of Takoma Park shall be under no obligation to return any responses or materials submitted by a respondent as a result of the Request for Proposals.

City of Takoma Park, Maryland

**CONTRACTOR'S CERTIFICATION OF NON-INVOLVEMENT
IN THE NUCLEAR WEAPONS INDUSTRY**

RFP Number: _____

Date: _____

KNOW ALL MEN BY THESE PRESENTS:

1. Pursuant to the requirements of Section 1404.060 of the Takoma Park Code, the undersigned person, firm, corporation, or entity hereby certifies that he/she/it is not now engaged in the development, research, testing, evaluation, production, maintenance, storage, transportation and/or disposal of nuclear weapons or their components, or the sale of merchandise produced by companies so involved.

2. The undersigned further certifies that he/she/it will not, for so long as the above captioned contract remains in effect, engage in the development, research, testing, evaluation, production, maintenance, storage, transportation and/or disposal of nuclear weapons or their components, or the sale of merchandise produced by companies so involved.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this ____ day of _____, 2007.

Signature

Name (Printed)

Date

County of

State of

Subscribed and sworn to before me thus _____ day of _____ 20 _____

Notary Public

My commission expires: _____

NOTE: Failure to complete this form will cause your bid to be considered non-responsive.

Accepted on behalf of the City of Takoma Park, Maryland by:

Signature

Name and Title

Date